

Job Title: Executive Assistant

Organization: MARC Inc.

Location: Midland, TX

Closing Date: 11.9.2020

Job Description:

MARC is a non-profit organization dedicated to including individuals with developmental disabilities in their communities. MARC supports individuals and their families through advocacy, education, and services. MARC is seeking to fill the position of Executive Assistant. This position provides comprehensive support services to the Executive Director. Additional responsibilities include coordination and record-keeping at all committees, management team and board meetings, clerical support for all departments, and attending to details of the various functions that support MARC and the services provided. Executive Assistant is an exempt position. The primary duty of this position is directly performing office work related to the management of MARC. This position holds primary responsibility for all internal and external confidential correspondence and business for MARC. Usual work hours will generally be 40 hours per week and consist typically of regular business hours but are varied, dependent on the assigned project. The Executive Assistant shall have an office at MARC central office.

Experience: Education/Experience required is a High School Diploma; secretarial college preferred. Experience as Executive or Administrative Assistant.

Salary: Salary depending on experience.

How To Apply

You may apply by sending a resume to 2701 N A Street, Midland, TX 79705, attention: Allison Gramentine, HR Director. You can also email a resume to Allison Gramentine at hr@marctexas.org.